Excel Upload Guide: How to Review & Troubleshoot Data for Excel Upload Providers

Version 1.0

01/20/2021

Table of Contents

1. Introduction 3

2. Three keys to reporting COVID-19 vaccines properly using the Excel upload feature in NJIIS 3

3. How to log into NJIIS 4

4. How to report administered COVID-19 vaccines by uploading Excel report 5

5. How to run the Interface File Details Report 9

Purpose of the Interface File Details Report 9

Viewing the Interface File Details Report 9

Snapshot of the Interface File Details Report 10

Components of the Interface File Details Report 11

6. How to troubleshoot common errors 15

Scenario 1: Patient not added into NJIIS 15

Scenario 2: Inventory is not decrementing but patient was added to NJIIS 16

1. Introduction

New Jersey Immunization Information System (NJIIS)

The New Jersey Immunization Information System (NJIIS), operating since 1997, is the statewide immunization information system (IIS) serving as the official repository of immunizations administered to individuals in the state of New Jersey. Containing over 2.8 million demographic and immunization records, NJIIS is a free, confidential, population-based online system that collects and consolidates immunization information into a single record to provide an accurate immunization assessment for individuals in the state of New Jersey, as well as assists communities in assessing their immunization coverage and identifying pockets of need.

New Jersey state regulation requires health care providers in the state of New Jersey who administer immunizations to children under age seven (7) to report those immunizations administered to NJIIS within thirty (30) days of the administration date. Additional information on NJIIIS can be found on the NJIIS website[2]. Per the CDC's provider agreement you are required to report all COVID-19 vaccine administrations within 24 hours to NJIIS.

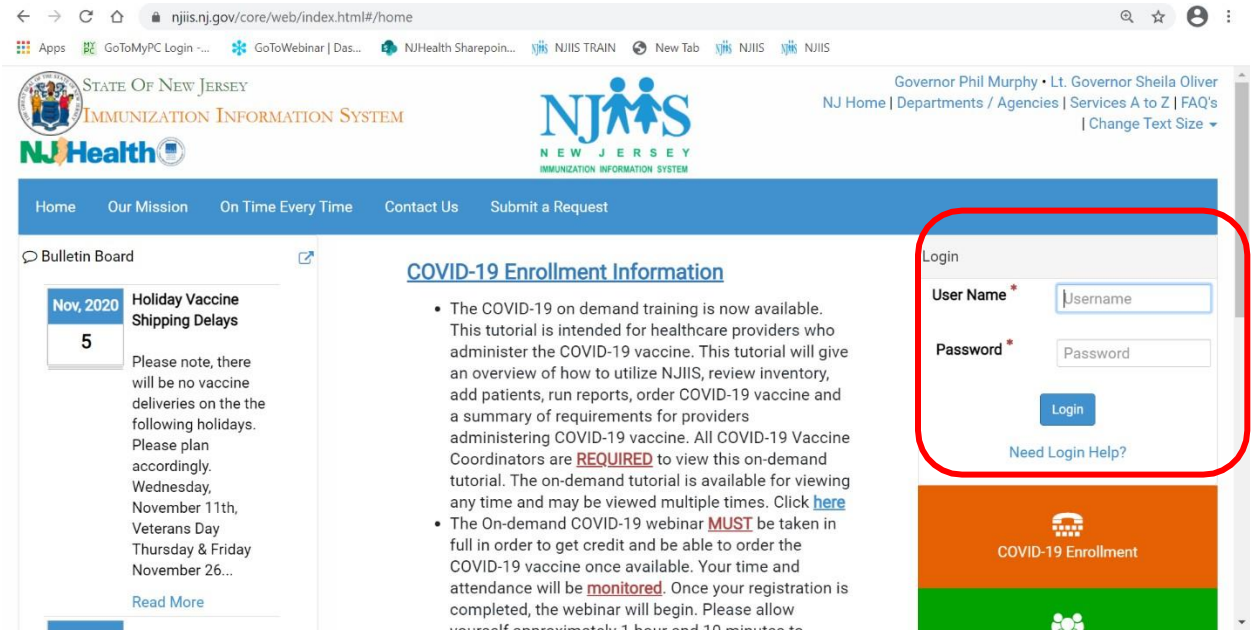
Please note that all NJIIS or VFC-related inquiries must be submitted via the NJIIS Online Intake Form[3]. Clicking on "**Submit a Request**" tab on the NJIIS website, this form will provide you with links for information that can help answer your question(s) and will also route your inquiry request(s) to the appropriate NJIIS staff for resolution.

2. Three keys to reporting COVID-19 vaccines properly using the Excel upload feature in NJIIS

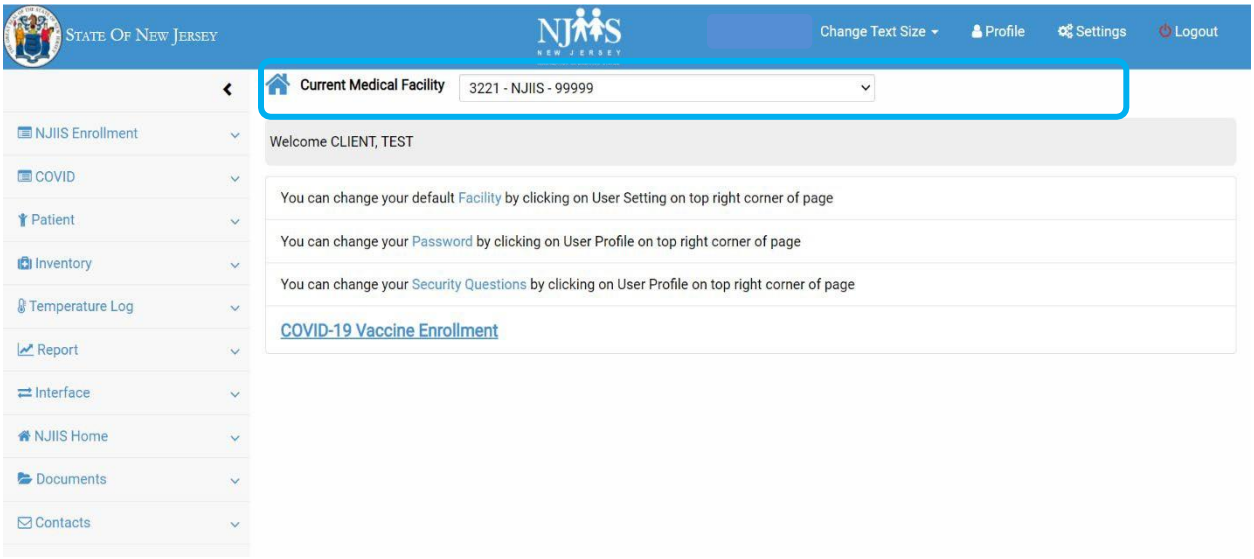
1. **Always use the template provided by NJIIS** – Do not modify the file by adding tabs, changing the format of the data or skipping required fields
2. **Review your file after uploading** – View the upload report to see if there were any common errors in the file you uploaded. If there were, correct the errors and re-upload
3. **Regularly run the Interface File Details Report to check for errors** – Running this report helps you catch errors early and ensures you keep your inventory up to date so that the site receives additional vaccine allocations

3. How to log into NJIIS

To log in to NJIIS, open Windows Internet Explorer (version 10.0 and higher) or any other latest browser and visit the NJIIS homepage https://njiis.nj.gov. On the right side of the NJIIS home page enter your user name and password.

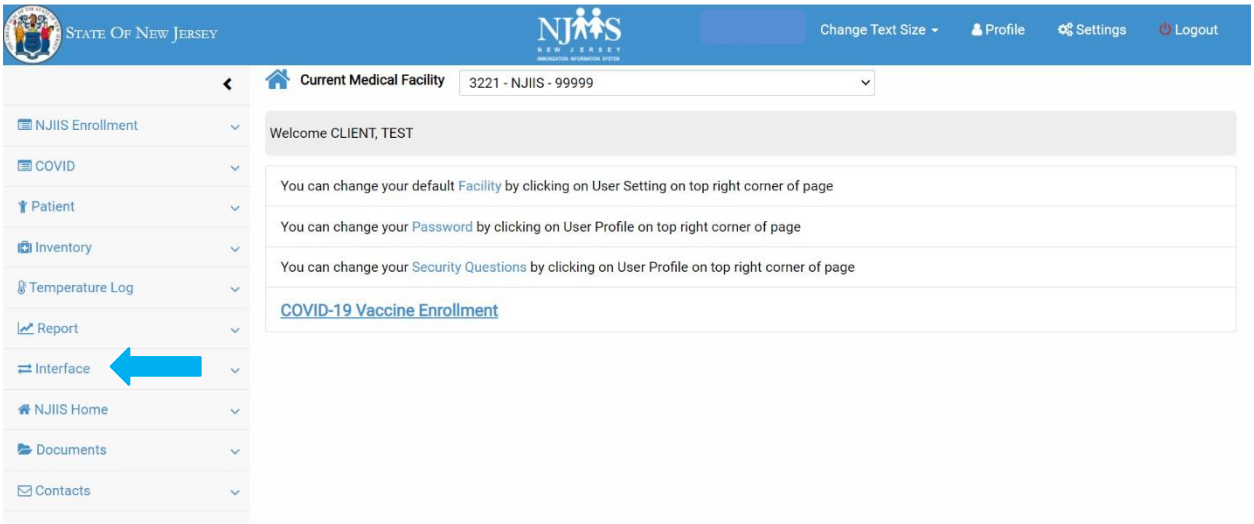


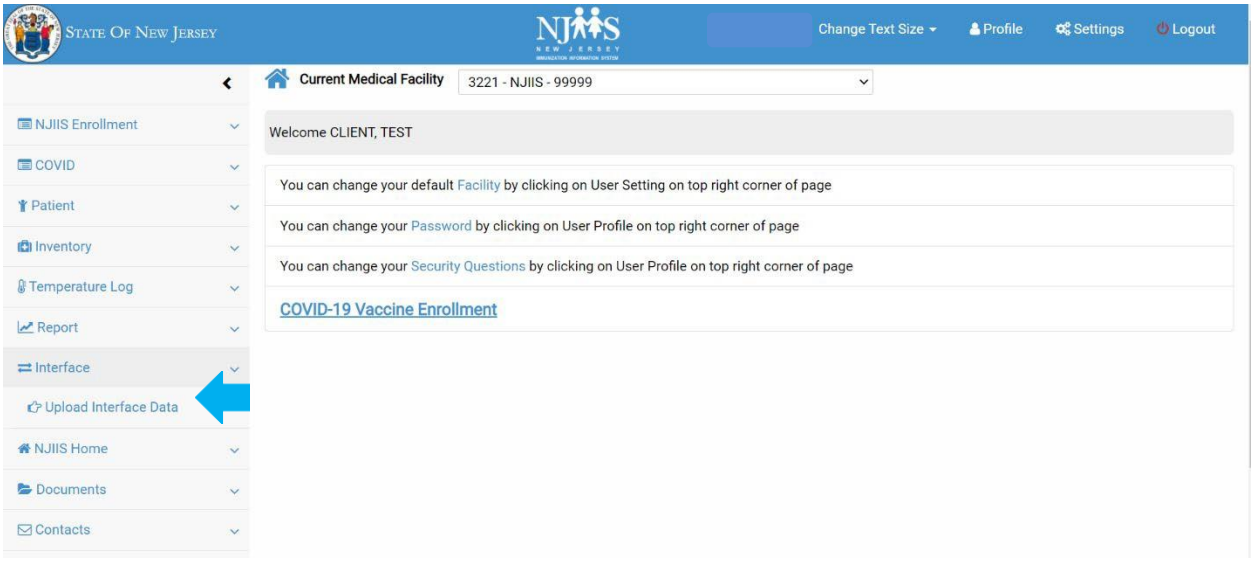
On the Home screen, verify that the correct NJIIS facility name is displayed in the "Current Medical Facility" section. (Note: If you are assigned to more than one NJIIS facility, select the appropriate NJIIS facility that you wish to view from the drop-down list.)



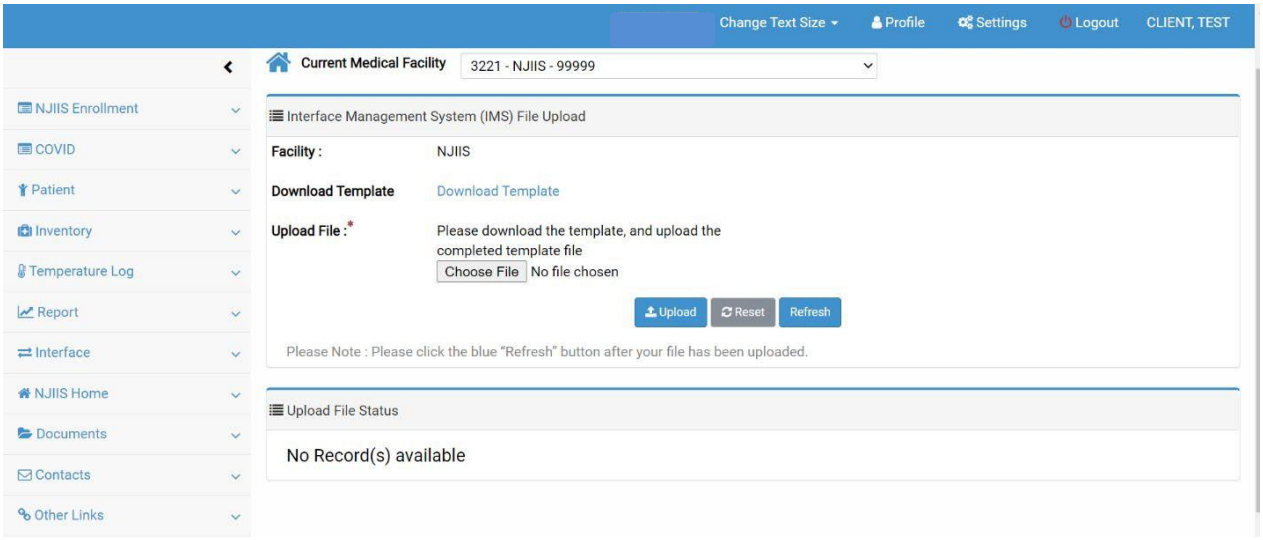
4. How to report administered COVID-19 vaccines by uploading Excel report

1. To view the interface data files, select ***Upload Interface Data*** under ***Interface tab*** from the left navigation menu.

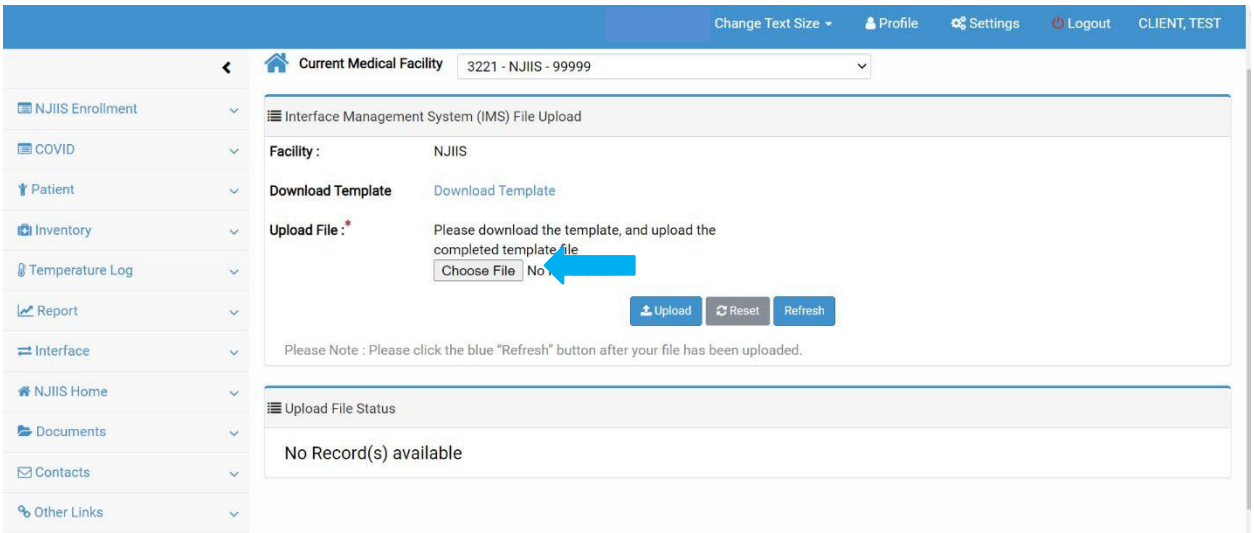



State Of New Jersey
NJIIS
Change Text Size
Profile
Settings
Logout
Current Medical Facility
3221 - NJIIS - 99999
NJIIS Enrollment
COVID
Patient
Inventory
Temperature Log
Report
Interface
Upload Interface Data
NJIIS Home
Documents
Contacts
Welcome CLIENT, TEST
You can change your default Facility by clicking on User Setting on top right corner of page
You can change your Password by clicking on User Profile on top right corner of page
You can change your Security Questions by clicking on User Profile on top right corner of page
COVID-19 Vaccine Enrollment

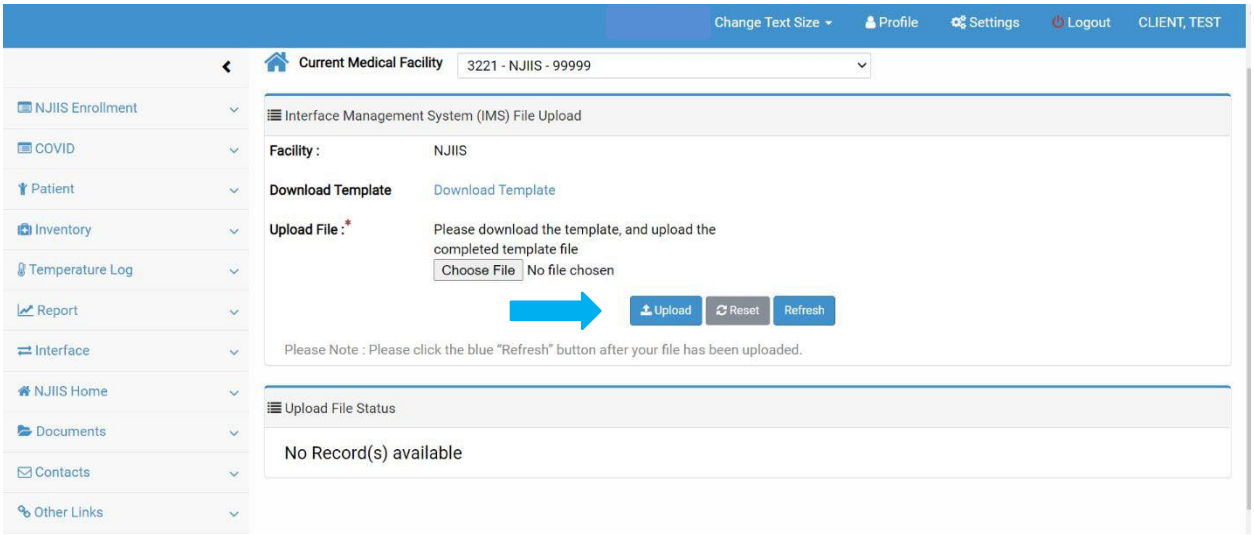
2. This will open the interface upload page. The excel template is available for you to download. Please use the template and **DO NOT** alter the file.



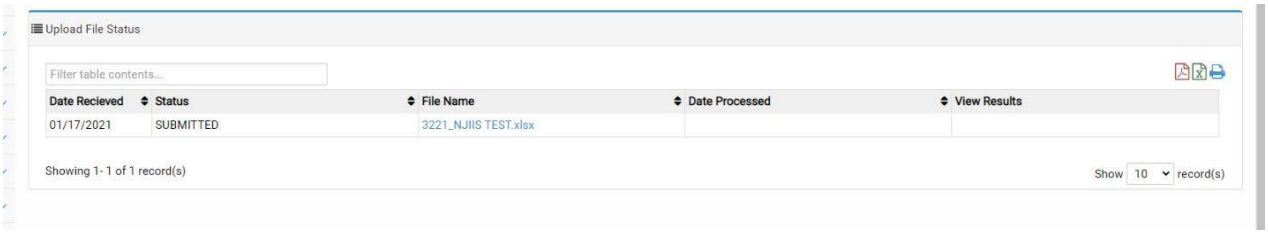
3. After filling out the template with information on all your administered doses, select "Choose file" to upload it to NJIIS.



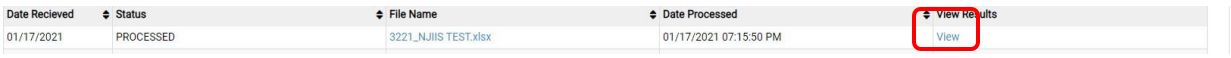
4. Then select "Upload" to import the file.



Once you upload the file, the status will show as "Submitted"



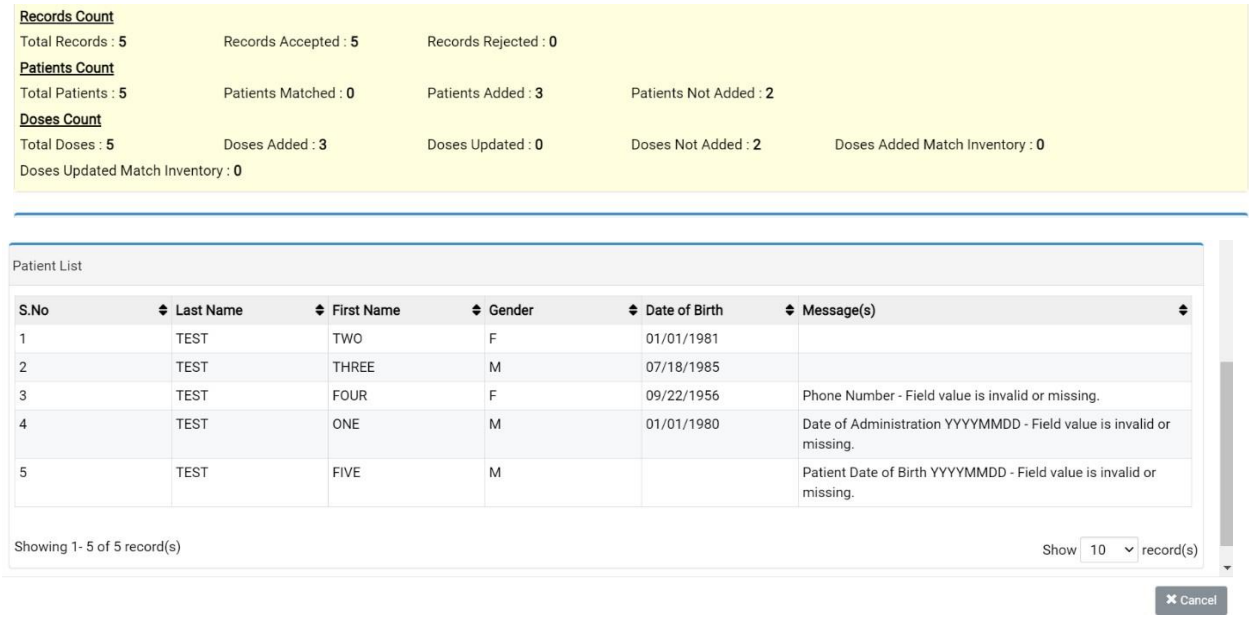
5. After the file upload is complete, the status will change to "Processed." **Click "View" to double check if there is any invalid or missing information.** Please note that NJIIS strongly recommends you review the report immediately after uploading to ensure that all data is accurate and there are no critical errors that prevent doses from being added to a patient's record.



After clicking "View" you will see a report indicating if any information was missing or not formatted correctly in the file you uploaded. If the report is blank, there were no errors in the uploaded file. If there are any errors please correct the information and reupload the file.

(Please note that this report does **NOT** tell you if a dose was deducted from inventory. To confirm that inventory is deducted properly, please see the next section on the Interface File Details Report.)

In the example report below, there are three errors, two of which are critical and prevented the doses and patients from being added. In the detail table, you can see that the first two records had no errors because there is no warning in the "Message" column. The third record is missing a Phone Number, which should be included but does not prevent the record from being added to NJIIS. The fourth and fifth records failed because they are missing mandatory fields—Date of Administration and Date of Birth, respectively. To add these records to NJIIS, the person who uploaded this file must fix these two dates and then re-upload these records.



Records Count

Total Records : **5** | Records Accepted : **5** | Records Rejected : **0**

Patients Count

Total Patients : **5** | Patients Matched : **0** | Patients Added : **3** | Patients Not Added : **2**

Doses Count

Total Doses : **5** | Doses Added : **3** | Doses Updated : **0** | Doses Not Added : **2** | Doses Added Match Inventory : **0**

Doses Updated Match Inventory : **0**

Patient List

S.No	Last Name	First Name	Gender	Date of Birth	Message(s)
1	TEST	TWO	F	01/01/1981	
2	TEST	THREE	M	07/18/1985	
3	TEST	FOUR	F	09/22/1956	Phone Number - Field value is invalid or missing.
4	TEST	ONE	M	01/01/1980	Date of Administration YYYYMMDD - Field value is invalid or missing.
5	TEST	FIVE	M		Patient Date of Birth YYYYMMDD - Field value is invalid or missing.

Showing 1- 5 of 5 record(s)

Show 10 record(s)

Cancel

5. How to run the Interface File Details Report

Purpose of the Interface File Details Report

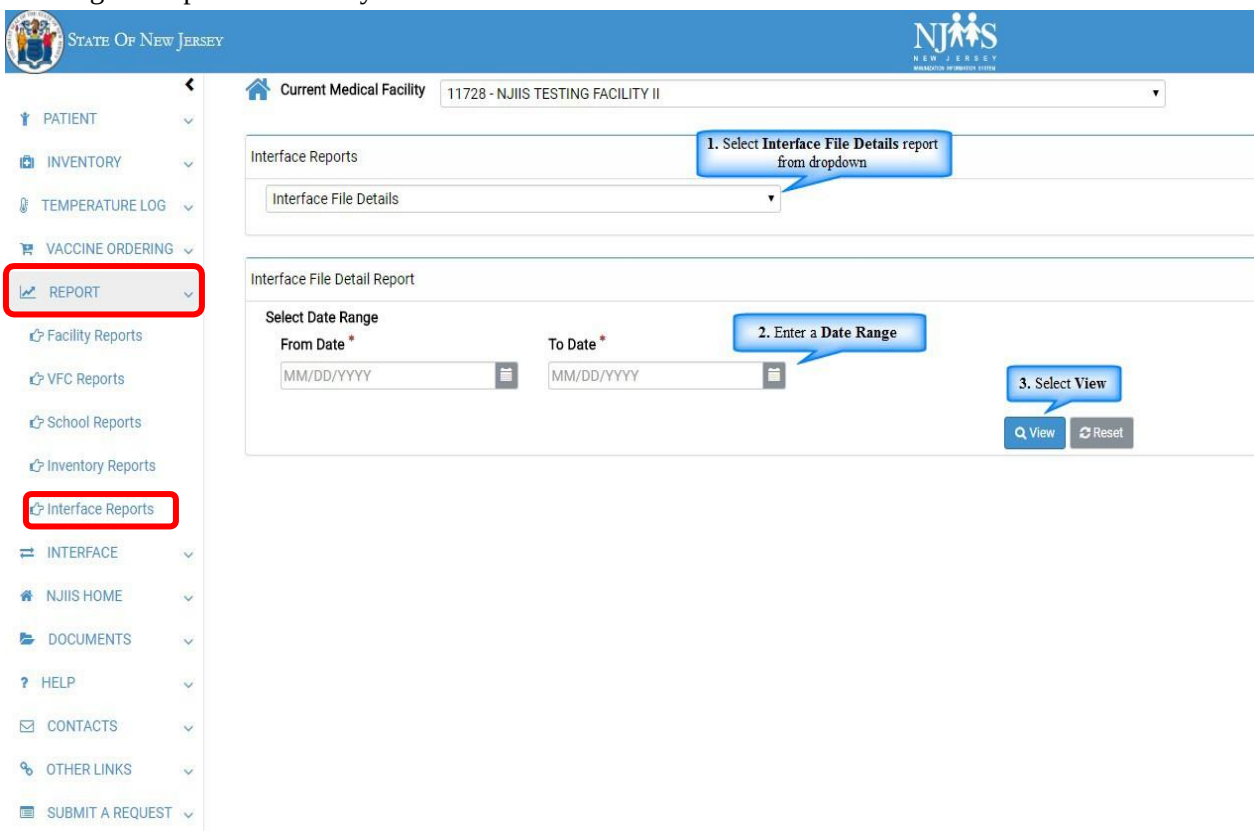
The **Interface File Details Report** provides detailed information that allows providers to further troubleshoot specific issues with their files. The purpose of the report is to help you identify and understand the reason a patient and/or dose in a particular file was rejected in NJIIS.

Viewing the Interface File Details Report

1. This report can be viewed by selecting **Reports** ⟶ **Interface Reports** ⟶ **Interface File Details Report.**

2. You can ***Search*** and ***View*** the Interface File Details Report within a six-month ***Date Range***. NJIIS strongly recommends that providers review the report after uploading a excel file to ensure that patient and dose information has been assessed and resolved, as necessary.

Running this report will show you which records have errors that need to be corrected.



Snapshot of the Interface File Details Report

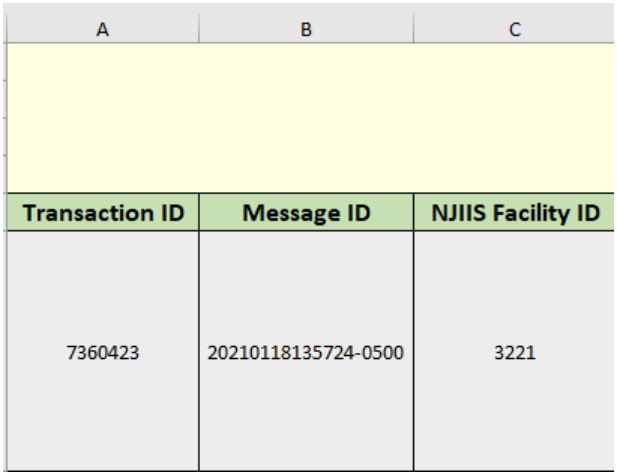
A	B	C	D	E	F	G	H	I
Transaction ID	**Message ID**	**NJIIS Facility ID**	**Registry ID**	**Internal ID**	**Patient Status**	**Patient Comments**	**Last Name**	**First Name**
7360423	20210118135724-0500	3221	4240028		Unmatched - New Record Created		TEST	TWO

J	K	L	M	N	O	P	Q
New Jersey Immunization Information System							
Interface File Details Report							
Facility Name: NJIIS Test							
Date Range: 01/17/2021 - 01/17/2021							
Date Of Birth	**Gender**	**CVX Code**	**Vaccine ID**	**Lot Number**	**Expiration Date**	**Manufacturer**	**Matched Inventory**
01/01/1981	F	208	COVID-19	COVIDLOT	12/31/2069	PFR	N

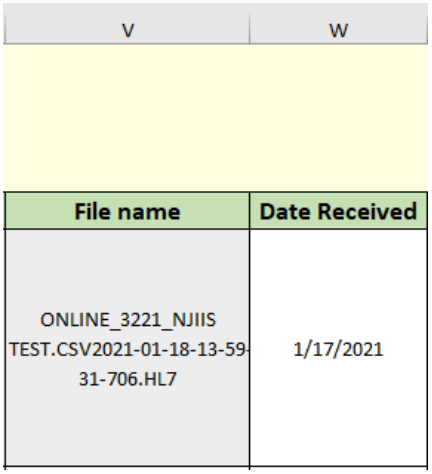
R	S	T	U	V	W
Dose Given Date	**VFC Eligibility**	**Dose Status**	**Dose Comments**	**File name**	**Date Received**
01/01/2021	Not Available	Added	Vaccine Id/Lot#/Mfr :COVID-19/COVIDLOT/PFR; EXECUTION COMPLETED SUCCESSFULLY. No Matching inventory record found	ONLINE_3221_NJIIS TEST.CSV2021-01-18-13-59-31-706.HL7	1/17/2021

Components of the Interface File Details Report

1. Columns A-C and V-W display *File Information:*



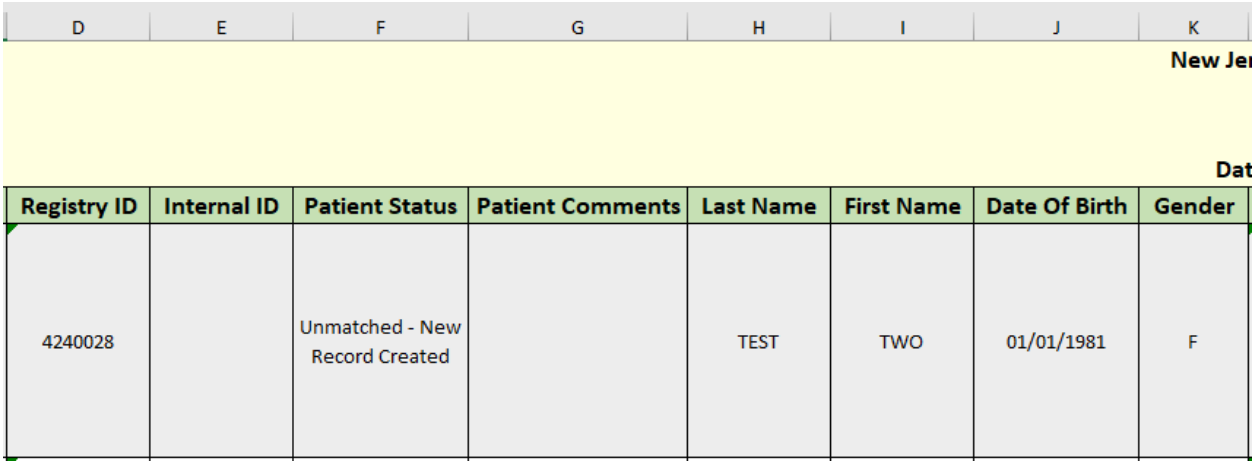
A	B	C
Transaction ID	**Message ID**	**NJIIS Facility ID**
7360423	20210118135724-0500	3221



V	W
File name	**Date Received**
ONLINE_3221_NJIIS TEST.CSV2021-01-18-13-59-31-706.HL7	1/17/2021

COLUMN	NAME	DESCRIPTION
A	Transaction ID	Unique number assigned by NJIIS for each file received (Note: This ID is matched with the transaction ID number that is listed in the File/VFC Dose Statistics Reports to resolve data discrepancies.)
B	Message ID	Unique number generated from a provider's EMR that identifies each HL7 message that was sent to NJIIS via interface
C	NJIIS Facility ID	Unique number assigned to NJIIS Provider
V	File Name	Name of the file
W	Date Received	Date and time the file was received in NJIIS

2. Columns D-K display Patient *Information:*



D	E	F	G	H	I	J	K
							New Je
							Dat
Registry ID	Internal ID	Patient Status	Patient Comments	Last Name	First Name	Date Of Birth	Gender
4240028		Unmatched - New Record Created		TEST	TWO	01/01/1981	F

COLUMN	NAME	DESCRIPTION
D	Registry ID	Unique state registry number assigned to a patient in NJIIS
E	Internal ID	Patient medical record number generated from a provider's EMR and sent to NJIIS via interface
F	Patient Status	Status of patient (See Table 1 for patient status descriptions.)
G	Patient Comments	Status message of patient (See Table 1 for patient comment descriptions.)
H	Last Name	Patient's last name
I	First Name	Patient's first name
J	Date of Birth	Patient's date of birth
K	Gender	Patient's gender

Table 1. Patient Level Status

PATIENT LEVEL STATUS	STATUS MESSAGE	DESCRIPTION
Matched	----	Patient was found in NJIIS.
Multi Match	Multiple possible matches	Duplicate patients were found in NJIIS.
Unmatched - New Record Created	----	New patient was added in NJIIS.
Unmatched - New Record Not Created	No consent Patient/parent-guardian declined participation	Required NJIIS consent is missing for patients born before 01/01/1998. NJIIS consent is negative/opted out for patient born before 01/01/1998. Patient is missing valid vaccination information.

PATIENT LEVEL STATUS	STATUS MESSAGE	DESCRIPTION
	No/invalid vaccination data	
Error	Invalid registry ID	Given NJIIS registry ID is invalid, unable to match patient in NJIIS.
	No/invalid address data	Patient is missing valid address information.
	DOB, gender, last, first name match failed	Unable to match patient's date of birth, gender, and last and first name in NJIIS.
Internal Error	Internal error	An internal error occurred while processing, and the patient record was ignored by NJIIS. Contact NJIIS for further assistance.

3. Columns L-U display *Dose Information:*

L	M	N	O	P	Q	R	S	T	U
rsey Immunization Information System									
Interface File Details Report									
Facility Name: NJIIS Test									
te Range: 01/17/2021 - 01/17/2021									
CVX Code	Vaccine ID	Lot Number	Expiration Date	Manufacturer	Matched Inventory	Dose Given Date	VFC Eligibility	Dose Status	Dose Comments
208	COVID-19	COVIDLOT	12/31/2069	PFR	N	01/01/2021	Not Available	Added	Vaccine Id/Lot#/Mfr :COVID-19/COVIDLOT/PFR; EXECUTION COMPLETED SUCCESSFULLY. No Matching inventory record found

COLUMN	NAME	DESCRIPTION
L	CVX Code	Unique code used to identify the administered vaccine (HL7 equivalent of the CPT code)
M	Vaccine ID	Name of the administered vaccine
N	Lot Number	Lot number associated with administered vaccine
O	Expiration Date	Date of expiration for lot associated with administered vaccine
P	Manufacturer	Manufacturer code of lot associated with administered vaccine
Q	Matched Inventory	Administered vaccine matched inventory in NJIIS (Y/N values)
R	Dose Given Date	Date vaccine was administered to each patient
S	VFC Eligibility	Dose-level VFC eligibility status for each patient
T	Dose Status	Status of dose (See Table 2 for dose status descriptions.)
U	Dose Comments	Status message of dose (See Table 2 for dose comment

		descriptions.)

Table 2. Dose Level Status

DOSE LEVEL STATUS	STATUS MESSAGE	DESCRIPTION
Added	----	Dose was added in NJIIS.
Not Added	Invalid vaccine ID Invalid vaccine date	Vaccine ID/CVX code is not supported by NJIIS.
	Invalid lot number Invalid admin provider ID	Date of vaccine administration is null, in the wrong date format, before the patient's DOB, or in a future date.
	Invalid data	Vaccine lot number is missing or in an invalid format.
	Patient not added	The administered vaccine is linked with an invalid NJIIS provider ID.
		The dose is invalid, and the dose record was ignored by NJIIS.
		The dose was not added into NJIIS due to no/revoked patient consent, multiple possible patient matches, or invalid patient demographic information.
Deleted	----	Dose was matched and deleted in NJIIS.
Not Deleted	No match	No matching dose was found in NJIIS to be deleted.
	Not authorized to delete other provider dose	Provider cannot update another provider's doses.
Updated	----	Dose was matched and updated in NJIIS.
Not Updated	No changes for update	Patient's dose was matched in NJIIS and has no changes to update in NJIIS.
	Not authorized to update other provider dose	Provider cannot update another provider's doses.
	History dose cannot be updated with a history dose	A historical dose cannot be updated with another historical dose.
	Provider dose cannot be updated with history dose	A vaccine administered on the same date by the same provider already exists in NJIIS, so NJIIS marks this historical dose as duplicate. The duplicate dose will not be added in NJIIS.
	Duplicate in file	If the same vaccine appears multiple times in

DOSE LEVEL STATUS	STATUS MESSAGE	DESCRIPTION
		a single HL7 message, NJIIS marks the subsequent doses as duplicate. The duplicate doses will not be added in NJIIS.
	Duplicate within 5 days	The same vaccine already exists in NJIIS with a date that is within +/- 5 days from the date of administration, so NJIIS marks this dose as duplicate. The duplicate dose will not be added in NJIIS.
	Duplicate with same vaccine series	A vaccine administered on the same date from the same vaccine series already exists in NJIIS, so NJIIS marks this dose as duplicate. The duplicate dose will not be added in NJIIS.
	Duplicate with same vaccine series – combo/non-combo match	A vaccine administered on the same date from the same vaccine series and possible combo vaccine match already exists in NJIIS, so NJIIS marks this dose as duplicate. The duplicate dose will not be added in NJIIS.
Internal Error	Internal error	An internal error occurred while processing, and the dose record was ignored by NJIIS. Contact NJIIS for assistance.

6. How to troubleshoot common errors

Scenario 1: Patient not added into NJIIS

Reason: Multiple possible patient record matches were found in NJIIS

Identify the problem

Review the **Interface File Details Report.**

1. From the Interface File Details Report, identify the patient by noting the corresponding Transaction ID in *column A* or Message ID in *column B*
2. In *column F (Patient Status)*, the following status will appear: "Multi Match"
3. In *column G (Patient Comments)*, the following status message will appear: "Multiple Possible Matches." The comment will also include the names, DOBs, and Registry IDs of all possible patient matches found. (Note: Review Table 1 (Patient Level Status) for a description of each status message.)

Corrective action:

1. Search and identify the correct Registry ID for the patient in NJIIS

2. Manually add the vaccine to the patient's immunization record in NJIIS
3. Complete the IMM-40 (duplicate record) form and fax to 732-246-3102. You can also attach the form to a NJIIS ticket at https://njdeptofhealth.atlassian.net/servicedesk/customer/portal/4.

Scenario 2: Inventory is not decrementing but patient was added to NJIIS

Reason: Reported administrations do not include correct vaccine lot ID

Identify the problem

1. Check the NJIIS inventory report to see if the system indicates that you have more inventory on hand than is actually available
2. In the Interface File Details Report, identify the doses that are not being counted against your inventory by checking *column T (Dose Status)* and *column U (Dose Comment)*. Doses with the status "Not Matching Inventory" are not decrementing your inventory.

Corrective action:

1. Identify the correct vaccine lot number to include with each dose and add those numbers to the Excel upload template
2. Re-upload the file with the correct data

Please Note: If you did not claim your shipment prior to administering your COVID-19 doses you will need to re-upload these messages so they can deduct from your inventory. For example, if you claim shipment on 01/05/2021 but administer doses on 01/04/2021, that lot number was not yet in your inventory. You will have to re-upload all those doses back to NJIIS after claiming the shipment.